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30 March 1950

MEMORANDUM

TO: *Management Office*
~~The Executive~~

THRU: Chief, Special Support Staff

FROM: Finance Division

Document No.	26
No Change In Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
Auth.:	HR 70-2
Date:	22-5-78
By:	35

SUBJ: Management Survey Report of Finance Division

1. The Finance Division, Special Support Staff, requested a survey by the Management Staff due to its physical inability to fulfill its responsibilities and duties under a greatly increased work load without serious curtailment of its services and impairment of the standards of fiscal control desired by the Agency. For many months a back log of work has been accumulating and day-by-day fiscal requirements of the Covert Offices have been met only at the expense of the physical welfare of employees and lowered work standards. This in turn has resulted in increasing errors, technical deficiencies and inadequate documentation.

2. Notwithstanding these undesirable trends, many procedural improvements have been effected during the past year, and we believe that we have maintained proper protection of funds from both physical loss and misuse. We feel the examinations by the Audit Division, Inspection and Security, support this conclusion.

3. In our opinion the attached report of Management Survey of the Finance Division is a factual portrayal of existent problems and a sound proposal for corrective action. This report is the result of a detailed study of the assigned functions, responsibilities, volume and complexities of business and present facilities of the Finance Division. The study included independent verification of the financial requirements of other similar units, including other agencies.

4. With respect to recommended improvements in procedures, we believe that all can be instituted immediately upon assignment of personnel to the recommended positions. We are in accord with the Management Staff that the functions of the Registry Unit, including logging, routing, referencing, indexing and filing should be the subject of a special survey; however, under the circumstances it appears desirable to delay this survey until other more pressing needs are attended to.

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5. Regarding the new positions recommended by the Management Staff, it is our opinion that each is required under present conditions and at present work levels to afford reasonable attention to the processing of business and provide reasonable protection to government funds. The recommended organizational structure is also concurred in and we believe it will lead to a better distribution of supervisory responsibilities and an improved work flow.

6. In consideration of the above, we recommend approval in its entirety the attached report of the Management Staff.


Chief, Finance Division

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Attachment

VAT: na

RDE: juw

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